

Teacher Responsibilities



Starling Staff:

Please park your car in the staff parking area, get your child settled in his or her classroom, use the restroom and take care of other necessities **before you clock in to work.**

Thank you,

Starling Management

(initials)

Teaching Associates

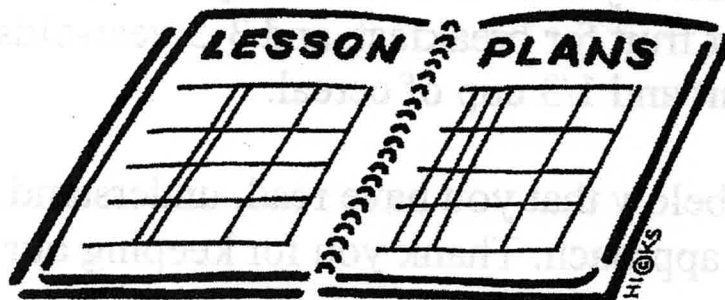
Lesson Plans

Must be submitted to me personally on Thursday for the following week.

Thank you,

Ms. Donna

Employee Signature: _____



MEMO

Re: Unnecessary Food Waste

Dear Staff,

I have noticed the unnecessary wasting of literally entire plates of food.

I have attached the components and quantities required by the USDA for healthy eating. Underfeeding and overfeeding children are both harmful (see the attached article on childhood obesity).

Please use the attached guidelines when spooning out quantities to your children.

Also practice encouraging children to eat all components. Tell them they can have a 2nd donut when they finished their $\frac{1}{4}$ to $\frac{1}{2}$ cup of fruit. Note that 2-year-olds should only be served $\frac{1}{4}$ cup of cereal and $\frac{1}{4}$ cup of fruit for breakfast, and 3-5 year-olds should be served $\frac{1}{2}$ cup of fruit and $\frac{1}{3}$ cup of cereal.

Please sign below that you have read, understand, and agree to use this healthy approach. Thank you for keeping our children healthy!

Sincerely,

Ms. Donna

Employee Signature: _____



STARLING

Child Care & Learning Complex

Parent
Pages

VOLUME 18

May 2008

NUMBER 1

Childhood Obesity: The Reality Check

Childhood obesity is headline news. The number of overweight children has risen dramatically over the past two decades, and doctors and scientists are very concerned.

Ten years ago, type 2 diabetes, gallstones, and liver failure were diseases doctors found in middle-aged adults. Now the patients are children, aging before their time, showing symptoms of hypertension, breathing disorders, sleep problems, and bone-and-joint complications. It will take all of us together—parents, doctors, caregivers, schools, and insurance companies—to stop this heartbreaking trend.

According to the National Center for Health Statistics, about 34 percent of U.S. children ages 6 to 19 are overweight. They are at greater risk of developing heart disease and some forms of cancer. Research shows that if overweight problems begin before 8 years of age, obesity in adulthood is likely to be more severe. Type 2 diabetes, formerly referred to as adult-onset diabetes, now represents up to 45 percent of new diagnoses of diabetes in children and adolescents. Unlike juvenile diabetes, or type 1, it is linked to weight.

The Facts:

- Seventeen percent of American children are obese.

- Only 8 percent of elementary schools have physical education classes.

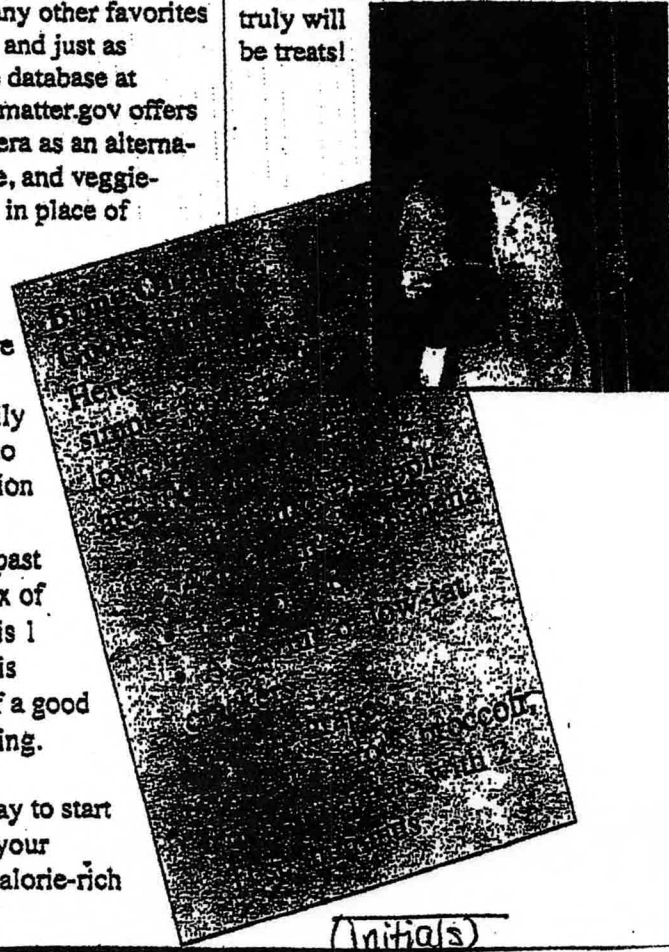
- Twenty percent of children consume more than four sodas a day.

Sources: The Future of Children and National Health and Nutrition Examination Surveys

In light of these facts, parents realize that *they* have the responsibility and power to instill healthy eating habits in their children. Your family probably enjoys certain foods such as macaroni and cheese or pizza. With just a few changes, these and many other favorites can be made healthier and just as satisfying. The recipe database at www.fruitsandveggiesmatter.gov offers a hearty Pasta Primavera as an alternative to mac and cheese, and veggie-packed Tortilla pizzas in place of traditional high-fat pizzas. The Web site also offers new ideas about how to add more tempting fruits and vegetables to your daily diet. Parents must also be diligent about portion sizes—they've been creeping up over the past several years. If a box of cereal says a serving is 1 cup, then that's what is healthy. Too much of a good thing is *not* a good thing.

Another important way to start new eating trends in your family is to remove calorie-rich

temptations. If they're not around, kids can't eat them—so it's up to adults to clean out the cupboards. Although treats can be enjoyed in moderation, reducing the high-fat and high-sugar or salty snacks helps children develop healthy eating habits. Allow your children to eat treats sparingly and on special occasions. Cookies, crackers, chips, and sodas should not be part of a daily diet. If you follow this rule, treats truly will be treats!



(Initials)

Naptime Duties



1. Replace batteries in toys as necessary
2. Sort blocks and stack neatly on shelves where labeled
3. Sort manipulatives
4. Dress and wash dolls
5. Sort and label housekeeping toys, food, pans, dishes, etc.
6. Straighten up science/art center
7. Clean tables, sweep floors
8. Flush toilets, straighten up bathroom

(employee initials)

Field Trips To the Library

Teacher Notes:

Limited to ages 3-5 years.

Have children go to bathroom and be ready to go ½ hour early.

We will be taking the buses to the library.

We will be using rope for each classroom to hold on to.

We must whisper in the library.

We must stay with our teacher's group.

3 people needed to unload the children

- 1 at top of bus stairs.
- 1 at bottom of stairs to help each child to grab onto rope.
- 1 to walk the rope to forward.

Finally actively participate in the children's activities.

Help clean up afterwards

And Thank The Librarian

(initials)

Dear Teaching Associates,

It is your responsibility to keep track of your children's birthdays and to conduct a special celebration for each child on their special day (hat, cupcake, birthday song, etc.).

If you do not know your student's birthdays, please request a roster from Ms. Linnea or other administrative staff.

Celebrate! And thank you for making every child's birthday special!!!

Ms. Donna

(Employee Initials)



The Children's Garden



Rules

*** TEACHERS ALWAYS LATCH DOOR
BEHIND YOU WHILE IN THE GARDEN SO
NO ONE CAN ESCAPE**

1. No more than 6 – 10 children at a time.
2. Sit on the benches until told what to do.
3. 2 can play in the house
 - 2 can dig in one box
 - 2 can dig in another box
 - 2 can dig in another box
4. Walk on the path – do not walk on plants

Laundry Room

Find dirty clothes and wash.

Put all bathing suits in one box.

Put all towels folded together in another box.

Put miscellaneous items in a box to go to Goodwill or Lost & Found.

All table clothes shall be cleaned and put in my office.

The Laundry Room
For Same Day Service:
DO IT YOURSELF



(Employee Initials)

Dear Teaching Associates:

Section 350 H of the Child Care Licensing Standards says that all purses, cosmetics, medicine and other personal items shall be locked away from the children.

Therefore, starting Monday, you must acquire a lock for your assigned locker in the kindergarten room on the first floor, behind the kitchen. This is where you should go to put away your purse and belongings each day when you enter the building. After you have put away your things, you may clock in for work. Please inquire at the front desk for your locker assignment.

If you have children attending the center, you should get them settled before clocking in to come to work.

Thank you again for assuring the health and safety of the children in our care.

Sincerely,

Donna Goff

I agree to the above policy.

Signature: _____

Date: _____

Print name: _____

Dear Teaching Associates:

Just a note to remind you that movie time is an occasional entertainment event for the children and should not be a part of the daily routine.

In addition, movie time for teaching associates is an opportunity to repair books and game boxes, to prepare lesson plans, to clean the room, to sort and organize toys, to make sure there are no broken toys or incomplete games in the room, to display the children's artwork, etc., etc., all the while supervising the children.

Teaching associates may not watch movies on company time.

Thank you for providing a professional and safe and organized movie entertainment event for the children.

Sincerely,

Donna Goff

I have read and agree to movie time procedures.

Name: _____

Sign: _____

Date: _____

Teaching Associates
1784 Stirling Drive Richmond, VA 23134
(804)348-3400
(804)348-3404

EMPLOYEE STANDARDS OF CONDUCT

Dear Teaching Associates:

The diaper trash cans in the Infant, Toddler, and 2-3's rooms need to be emptied several times a day as needed. They are emptied every night by the cleaning crew and should be emptied at minimum around noon (nap time) and again around 3:30 each day. They need to be emptied whether the bags in them are full or not to keep the classrooms sanitary and odor free. Thank you so much for your attention to this matter.

Sincerely,

Donna Goff

Signature: _____

Printed Name: _____

Starling International Child Care
1784 Starling Drive Richmond, VA 23229
(804)346-2000 – Phone
(804)346-8494 – Fax

EMPLOYEE STANDARDS OF CONDUCT

- I Pledge to care for every child entrusted to me with love, understanding and respect.
- I am committed to providing high quality childcare in accordance with the Starling Child Care philosophy, goals, and objectives.
- I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
- I will follow program confidentiality policies concerning information about children, families and other staff members.
- I will not leave any child alone or unsupervised under my care.
- I will use protective methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward or denial of basic needs.
- I will respect parents as the prime educators of their children and will endeavor to strengthen the bond among family members.
- I will not provide services of any kind to any Starling children or families unless I have disclosed the services and client to the Director, Donna Goff and have received approval to do so. I further agree and understand that I am unable to provide services to former, current, nor recently enrolled Starling children/families for one (1) year after I leave employment at Starling.

As a Starling Child Care employee, I have read and adopted the Starling Employee Standards of Conduct as my personal code of ethics. I understand that a violation of Standards of Conduct may be just cause of termination from employment or volunteer activities.

Printed Name: _____

Signature: _____

Date: _____



Rules of Conduct*

Offenses of the employee which will bring immediate dismissal:

1. Insubordination - refusal to comply with lawful instructions of supervisor
2. Refusal to accept a proper job assignment
3. Refusal to work overtime when a reasonable request is made
4. Falsifying application for employment
5. Falsifying sign-in sheets or work records
6. Immoral conduct of any kind (drinking/drugs/sexual)
7. Fighting or horseplay
8. Malicious damage to center property
9. Unauthorized removal of fellow worker's or center property
10. Unauthorized long distance telephone calls
11. Gambling or conducting unlawful games of chance on the premises
12. Child abuse findings or corporal punishment of children at the center
13. Reporting to work under the influence of liquor or narcotics
14. Striking or hurting a child in any way

Offenses of the employee which will bring disciplinary action and, if repeated after warning, dismissal:

1. Excessive absenteeism or tardiness
- Failure to report unexcused absence properly
- Leaving station during working hours without permission
- Use of obscene, abusive, or threatening language
- Unauthorized use of telephone for personal reasons. No Cell Phones
6. Possession of liquor or narcotics
7. Creating unsafe or unsanitary conditions
8. Smoking in prohibited areas (inside center)
9. Unauthorized use or disclosure of information or records
10. Unsupportive/negative behavior/comments regarding the center/its program(s)
11. Inability to perform job functions as needed by the center, including failure to promote children's well-being.

We realize this personnel policy may sound negative in nature, but we want to spell out as much as possible to avoid confusion on your part when your employment begins with us. If you have questions, please feel free to ask the director. Welcome aboard!

I certify that I have read the personnel policies and the penalties of the center and fully understand them.

Date: _____

Employee: _____

Date: _____

Witness: _____

*developed by E. Green, Tidewater Child Care Association

What Makes Parents Upset

1. "When I first came my toddler got a report of what happened each day... but after the first month it stopped! I like knowing when he ate or when he was outside or if he napped well."
2. "My four-year old is always dirty when I pick him up – sometimes loses his shoes, belt or sweater and whoever is there in the afternoon always says she can't find anything."
3. "When I come in the morning it's a mad house. There are enough staff but they don't split the kids up enough."
4. "I never know where to leave my child. If I arrive before 8 a.m. there is no one in his room and no one is willing to take him."
5. "I never knew when field trips were planned, or when they were cancelled."
6. "Lately, my daughter hasn't been involved in a great deal of activities like painting and crafts."
7. "My four-year old doesn't seem to do school preparation activities such as reading (or being read to) or practicing printing."
8. "It seems as if most of my son's computer experience involves the Nintendo."
9. "It seems as if when I come and pick up my school-age daughter, they are all sitting down at tables with the heads down."
10. "If the children are outside when I arrive, there is usually no one there who can tell me where the children are right away."
11. "The other day when I arrived, I found my 2-year old playing in the bathroom faucet."
12. "I never know where my daughter's cubby is."
13. "When new teachers start, no one introduces me to them. Maybe the other teachers could introduce us."
14. "There was no Accident Report filled out."
15. "There was a child crying and no one was attending the child. I finally went to comfort the child instead of one of the teachers."

(initials)

16. "I always send a change of clothes, but when I pick up my child, he is usually soiled with dirt or paint."
17. "My aunt came to visit my Toddler and nobody checked her ID."
18. "It says on my son's daily report that nap was over at 2:30 and he was not changed until 3:30."
19. "No one remembers to give my son his medication."
20. "My child's room smells like urine."
21. "There were no tissues around to wipe my child's face."
22. "No one says hello to us when we walk in the center ... no one even acknowledges that we are leaving."
23. "My 2 year old did not get what I sent for lunch today."
24. "I always have to spend 15 minutes to round up all of my daughter's things at the end of the day."
25. "My preschooler's face is usually dirty when I pick her up at evening."
26. "In the Toddler room, all of the children's faces are running."
27. "I have to tie my child's shoes when I arrive. Sometimes I tie other children's shoes as well."

(initials)

Starling is a No Bully Zone

Dear Parents and School Age Children,

I am writing to explain that I have a policy for our school age children. Although bullying is not a major problem at Starling, I want to "build a culture of awareness" about the issue.

There is no serious physical bullying at Starling, but words sometimes hurt even more! Bullies act out because they don't feel good about themselves. At Starling we start early getting kids to feel good about themselves. Therefore, we have zero tolerance for kids hurting or "tearing down" other children through unkind words.

A message to all children

If a child feels bullied at Starling here are some things you can do:

1. Don't stay by yourself. Friends are important and you are less likely to be bullied when you are not alone.
2. Tell the teacher, the director, or your parents if you feel bullied.
3. Remember we will keep you safe.

A message to Bullies

If you feel the urge to bully, remember that ^{young} ~~you~~ bullies grow up to be big bullies, and the consequences for older bullies get much more serious.

But bullies can change! If you need to stop bullying, talk to you teacher or director. We have some "cool off" strategies that may work.

Just remember that Starling has a "No Bully Policy" and zero tolerance for bullies. You will be expelled from Starling if you can't change your ways.

Thank you for your supporting efforts.

Sincerely,

Donna Goff



Starling

Before and After School Program Disciplinary and Behavior Management

A child's participation in Starling's before and after school program depends upon his or her behavior. We certainly want each child to enjoy the activities planned and benefit from their experience with the program.

Basic rules of safety and conduct are reviewed with the children. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing or through parent conferences if their child continues to display poor behavior. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. Physical restraint may be necessary if a child is threatening his own safety or those of others, or if the student is destroying property. Corporal punishment will not be used nor will food be denied as punishment.

Failure to comply with the following simple rules may lead to disciplinary action, possible suspension and/or termination from the program for:

- A. Repeatedly engaging in fighting as a way to solve an issue.
- B. Stealing or defacing the program or other children's property.
- C. Refusing to follow basic safety rules.
- D. Repeated disrespect for staff
- E. Repeated displaying an inability to follow established guidelines.
- F. Use of vulgar language.
- G. Discourteous behavior toward other children including disparaging remarks other race, religion, physical appearance etc. +

The parents will be given verbal and/or written notification of termination with a one week period for obtaining new services. Immediate termination could occur if the staff feels it cannot maintain the safety and welfare of the child and/or other children.



STARLING

International Child Care & Learning Center

Dear Teaching Associates

Please be sure to have the following clearly defined Learning Centers set up in your classroom:

1. Dramatic Play and Housekeeping
2. Art
3. Manipulative
4. Library
5. A Box of Toys and Supplies for Outdoor Play
6. Blocks and Transportation

Optional Learning Centers Include:

- | | |
|-------------------|----------|
| 1. Science | 4. _____ |
| 2. Writing Center | 5. _____ |
| 3. Computers | 6. _____ |

Please label every area and keep the Learning Center neatly organized and well equipped.

Remember that it is your responsibility to wash and sanitize all the toys, clothes, equipment, etc. located in your room.

Please make a list of what you want to include in your learning centers and discuss with me no later than Thursday.

I will inspect your Learning Centers this Friday. Please do your best to create learning environments that will encourage maximum opportunities for your children to learn and have fun.

Sincerely,


Donna J. Goff, Principal



American
Red Cross



1784 Starling Drive * Richmond, Virginia 23229 * 804-346-2000 * Fax: 804-346-8494

www.StarlingChildCare.com

LEARNING CENTERS

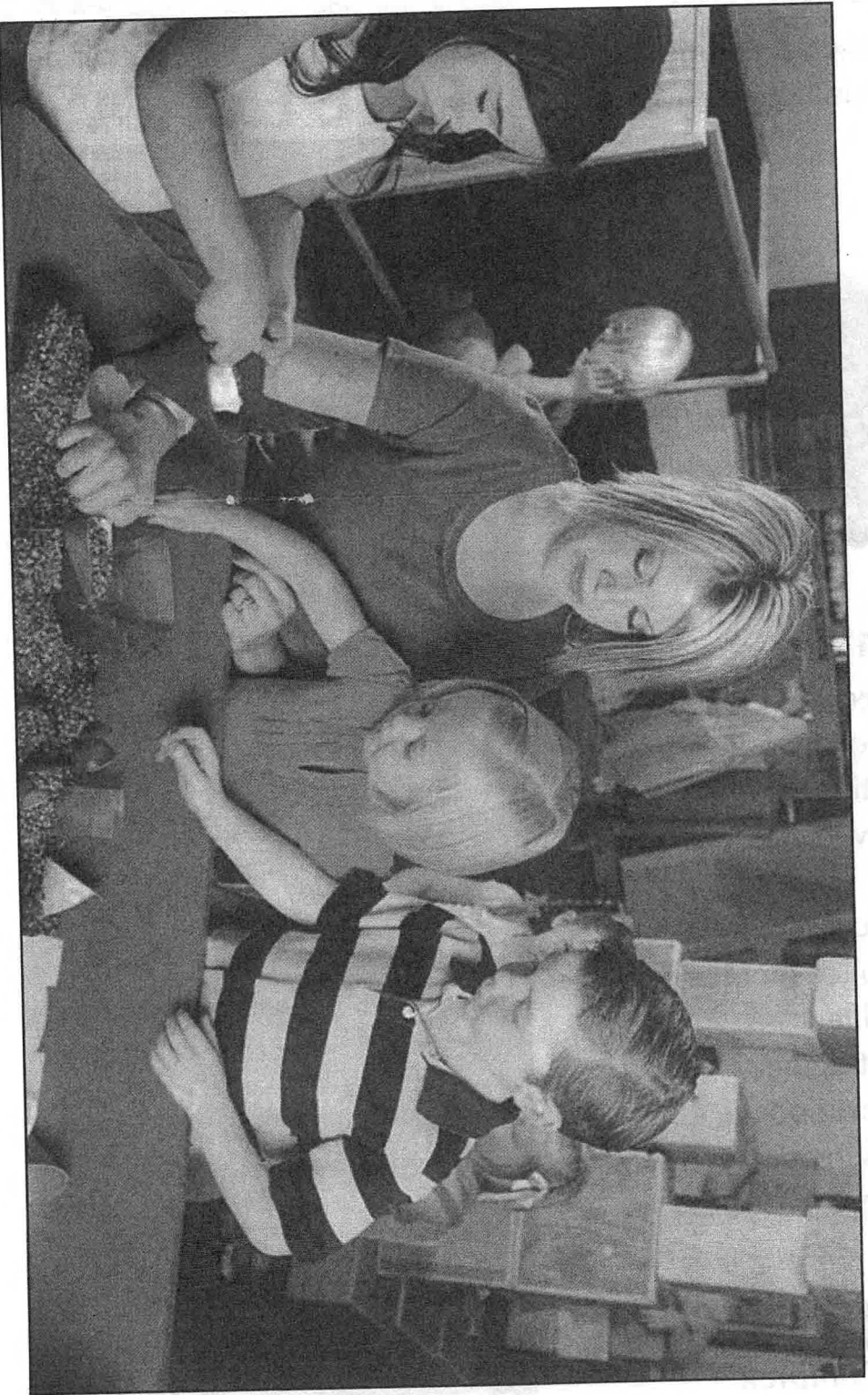
Classrooms are organized into several learning centers and a large group area for story time, music, dance and creative movement activities. Learning centers—reading, writing, art, science, math, dramatic play, blocks, manipulatives, discovery and sensory—have been placed to promote interactions and friendships and develop children's different skills and abilities.

For example, the dramatic play center may feature a home, doctor's office, grocery store, or fire station. Taking on the roles of mother, nurse, patient, cashier or fire-fighter promotes creativity and abstract thinking. Playing with sand, water, potting soil and sea shells in nature, part of the

sensory center, enhances observation skills and awareness of how things look, feel and smell. In addition, classrooms contribute to young children's healthy time in nature and outdoors contributes to young children's healthy development. Starling International has three age appropriate outdoor learning spaces and a Children's Garden for children to safely move around and use climbing equipment, slides, ropes, hula hoops, riding toys and balls, and allows them to experiment and create with dirt, mud, pebbles, sticks, sand, water, and plants.

“Children learn by doing.”

“During a typical day, children practice social skills such as taking turns, making friends; use of language to tell stories or relate an event.”





HOME BASE

BEFORE & AFTER SCHOOL EDUCATION

HOME BASE Environments Include:

- ▶ Quiet homework room with seasoned & certified tutors
- ▶ 4 Separate classrooms and 4 playgrounds for each age
- ▶ 50" Screens for DVD & games
- ▶ Comfortable lounge areas
- ▶ Controlled internet stations
- ▶ Kid's kitchen
- ▶ Tuckahoe Library access
- ▶ Indoor heated pool
- ▶ Spanish clubhouse
- ▶ 10+ Club
- ▶ Soccer & football field
- ▶ Vegetable & herb garden



Peace of Mind for Parents:

- ▶ Nationally accredited, state licensed, respected
- ▶ Degreed teachers who help with homework
- ▶ Professionally managed transportation program
- ▶ CDL safe drivers, well maintained vehicles
- ▶ Homemade full meals after school
- ▶ Video monitored classrooms & secure facility
- ▶ Safety systems, sprinklers, fire & police monitoring
- ▶ Staff are CPR, First Aid & MAT certified
- ▶ Red Cross life guards and swim instructors
- ▶ On-Site nurse, emergency clinic next door
- ▶ Thorough background checks and screenings
- ▶ Life skills & character building program

STARLING INTERNATIONAL
Child Care & Learning Complex

BASICS

Transportation to
& from most
Henrico & Private
Schools

Full Meals After School

Great Rates

FREE EXTRAS

Soccer with the
Richmond Kickers

Year Round Swimming

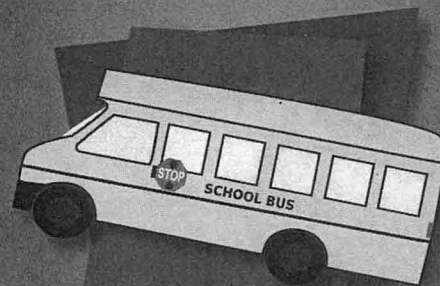
Kids Kitchen

Weekly Music Class

Computer Classes

Ten-Plus Club

Library Story Hour



1784 Starling Drive
Richmond, Virginia 23229

Phone:

(804) 346-2000

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(804) 346-8494